

## **SUMMARY OF ELECTRONIC FILING REQUIREMENTS**

Attorneys are required to file all documents electronically beginning December 15, 2008. Attorneys must register with the PACER Service Center as a Filing User. The PACER Service Center notifies the clerk's office, which will check that the attorney is admitted to the bar of the court and will then approve the registration. This process can take a few days.

### **COMMUNICATION FROM CLERK'S OFFICE**

**Filing User:** Notice of Docket Activity

**Non-Filing User:** Paper

### **FILING WITH THE CLERK'S OFFICE**

#### **Forms**

Attorneys: electronic only

Pro Se Litigants: may file electronically or in paper

#### **Motions** (including attachments or exhibits)

Attorneys: electronic only

Pro Se Litigants: may file electronically or in paper

#### **Briefs**

Attorneys: electronic and seven (7) paper copies

Pro Se Litigants: may file electronically or in paper; if filing electronically, must also file seven (7) paper copies.

#### **Appendix**

Attorneys: electronic and four paper copies

[Note: There is a 50 MB limit on size for PDF documents. If the document exceeds 50 MB, it must be filed in separate volumes. Sealed documents should be filed as a separate sealed volume.]

Pro Se Litigants: may file electronically or in paper; if filing electronically, must also file four paper copies

#### **Post-judgment** (petition for rehearing, bill of costs, stay of mandate, etc.)

Attorneys: electronic only

Pro Se Litigants: may file electronically or in paper

#### **Sealed documents**

File as above, i.e. attorneys must file all documents electronically; briefs and appendices to be filed electronically and in paper. Docketing system automatically locks sealed

documents so that they can not be viewed by non-parties. Pro se litigants may file in paper or electronically.

### **Ex Parte motions**

Attorneys: paper only

Pro Se litigants: paper only

**Case Originating Documents** (i.e. there is no case in the court of appeals yet, e.g. petition for writ of mandamus, petition for review of agency order, petition for permission to appeal)

Attorneys: paper only; if case is an emergency, call clerk's office to get permission to e-mail.

Pro Se litigants: paper only

### **SERVICE**

**On Filing User:** Notice of Docket Activity sent automatically by cm/ecf is sufficient. Certificate of Service must state that service was through cm/ecf. Registration as a Filing User is consent to accepting electronic service through cm/ecf. Check court docket to determine if opposing party is a Filing User.

**On Non-Filing User** (e.g. pro se litigant): Must serve paper copies unless party has consented to other form of service such as e-mail. Certificate of Service must state how service was accomplished.

### **SIGNATURES**

Electronic signatures or s/ typed name are acceptable on E-documents

Paper documents must be signed.

### **ACCESS TO DOCUMENTS ON PACER**

Remote electronic access to documents in immigration cases and social security cases is limited to parties to the case. Non-parties can view documents by coming to the clerk's office.

Remote electronic access to appendices in criminal cases is limited to parties to the case. Non-parties can view appendices in criminal cases by coming to the clerk's office.

Remote electronic access to sealed documents is limited to parties to the case. Non-parties can **not** view sealed documents either remotely or by coming to the clerk's office.